



ARIZONA DEPARTMENT OF ECONOMIC SECURITY UNEMPLOYMENT INSURANCE EMPLOYER NEWSLETTER – December 2000

ARIZONA JOB TRAINING PROGRAM

The Grant Process

At the Arizona Department of Commerce, we're taking care of business! If your company is growing and creating new jobs, you need to know about the Arizona Job Training Program. This "reimbursement grant" program provides funding to companies of all sizes for customized training for new jobs. Grants may be awarded for up to 75% of the cost of your training program.

Arizona Job Training Program grants are easy to apply for and maintain. To help you meet the demands of your fast-paced and competitive environment, the program has been streamlined and we've eliminated much of the bureaucracy. We recognize that your time and energy is best spent on growing your business, not buried knee deep in the paperwork.

The Application process

1. Complete the application - it's available online at <http://www.azcommerce.com> or by calling our Job Training Specialists at (602) 280-8133 and 888-677-8177.
2. After we get your application and all required documents, the information will be reviewed and an award determination made - it's that easy!

Grants are to be completed within two years and you may be able to reapply for additional grants. During the life of the grant, quarterly progress reports and invoices must be filed in order to receive reimbursement of the training fees.

Growing companies are good for Arizona's economy and the Arizona Job Training Program can help your company develop new, well-trained employees. For further information, visit the Arizona Department of Commerce web site at

http://www.azcommerce.com/job_training.htm

or call one of our Job Training Specialists at (602) 280-8133 or (outside the Phoenix metro area) (888) 677-8177.

Below are frequently asked questions about the new job training tax to fund the Arizona Job Training Program.

- Who is required to pay the job training tax?
Experience rated employers paying taxable wages to employees are liable for the job training tax beginning January 1, 2001.
- How does an employer report and pay job training taxes?
An employer will report and pay the job training tax every calendar quarter beginning with the first quarter of 2001 on the Unemployment Tax and Wage Report, form UC-018.
- What is the rate of the job training tax?
1/10th of one percent (0.1%).
- How is the job training tax determined?
Multiply taxable wages by the 0.1% job training tax.
- What are taxable wages?
Taxable wages are the first \$7,000 in wages paid to an employee by an employer in a calendar year.
- What is the maximum cost to an employer for each employee?
\$7 annually per employee.
- When will the revised Unemployment Tax and Wage Report, form UC-018, be available?
After February 1, 2001, the new form UC-018 may be downloaded from the DES web site, <http://www.de.state.az.us/linksesa/taxform.html>.

Specifications for creating the new form UC-018 can be obtained by contacting Bonnie Allen, vvtball@de.state.az.us, ADES Systems Development Section, SC 721A, (602) 542-3515, P.O. Box 6123, Phoenix, AZ 85005-6123.

- Who may I contact with other questions about the job training tax?
William Dent, wdent@mail.de.state.az.us, (602) 248-9354, ext. 1504, ADES Unemployment Tax Section, P.O. Box 6028, Phoenix, AZ 85005-6028.

NO MORE REELS, PLEASE!

Employers reporting their quarterly wage listings using tape reel (9 track at 1600 BPI or 6250 BPI) magnetic media are being urged to discontinue providing wage information using this format. Our equipment designed to extract data from this media is wearing out and becoming extremely expensive to repair.

Unless it is absolutely necessary to provide wage listing information using tape reels, we are urging employers to switch to cartridge (3480, 3480E, 3490 or 3490E) or 3.5" diskettes in uncompressed or PKZIP formats.

Employers having questions regarding magnetic media should contact Darrell Joe, UI Management Analyst-Magnetic Media, at (602) 542-4708 or by e-mail at vvbdjoe@mail.de.state.az.us.

UNEMPLOYMENT INSURANCE SHARED WORK PROGRAM

Ever wonder how you can avoid layoffs during a temporary work slowdown?

What can you do when you don't have enough hours for all your employees?

Check out the Unemployment Insurance Shared Work Program. Information can be obtained by calling the UI Special Programs office at (602) 495-1861 or visit their website at www.de.state.az.us/links/esa/shrdwk. You may also request information by mail at:

UI Special Programs
Attn. Shared Work Program
P O Box 6666
Phoenix, Arizona 85005

VOLUNTARY TAX PAYMENTS

Have you considered making a "Voluntary Payment" to reduce your unemployment tax rate for next year?

Early in January 2001, all employers will receive an annual Tax Rate Notice showing the data used to compute their individual rate. The Notice explains how much an employer can "voluntarily" pay to reduce their tax rate.

Please read the rate notice carefully and follow the instructions on the reverse side of the notice to determine whether or not making a voluntary payment would be beneficial. **It may not always be advantageous to make an extra payment to obtain a lower rate, as the amount of the required voluntary payment might be more than the savings derived by paying at the lower rate.** If you need help in evaluating whether a voluntary payment could save you money, please contact the Experience Rating Unit at (602) 248-9101 ext. 5501 or by e-mail at uit.experience@mail.de.state.az.us.

A VOLUNTARY PAYMENT MUST BE POSTMARKED NO LATER THAN JANUARY 31ST OF THE CURRENT TAX YEAR.

NEW HIRE REPORTING

You were introduced to Arizona's mandatory New Hire Reporting Program in past newsletters and received information on what data employers must provide for each employee. In this newsletter, the Program would like to provide you with information on how to report. To make new hire reporting easy and convenient for employers, we offer you the following reporting options:

Electronic (paperless)

Internet web- site

Export a file adhering to our file layout requirements and send it via FTP, EFT, diskette, or encrypted e-mail

Non-Electronic (paper)

New Hire Reporting Form
CSE-1001A

Copy of W-4 Form
Printed list generated by your software

New hire data entry software

If you use a payroll or accounting service, you can ask the service to report your new hires for you. The non-electronic reporting options can be either mailed to our office at P.O. Box 25638, Phoenix, AZ 85002 or sent via fax at 602-340-0669 or toll free at 888-282-0502.

For more information on our reporting options or anything else regarding new hire reporting, please visit our web-site at www.az-newhire.com or call our office at 602-340-0555 or toll free at 888-282-2064. Please help us in supporting Arizona's children. In the next newsletter, we will provide you with statistics on how valuable new hire reporting has been to Arizona's community.